

Please follow the below listed steps to renew your Kent business license through FileLocal.

Step 1:

Go to www.FileLocal-wa.gov to create an online account for your Kent business license. Click on the "Create Business Account" oval in the lower left-hand portion of the screen.

The screenshot shows the FileLocal website interface. At the top left is the FileLocal logo with a location pin icon. To its right is the tagline "Your one stop for local business licensing and tax filing". Below this is a navigation bar with links: Home, Contact City, Support, and FAQ. The main content area has a purple background. On the left, it says "Need to get a city business license or pay local business taxes like B&O?" and "FileLocal offers businesses a one stop place to meet their license and tax filing needs." Below this, it says "Simple, fast and time-saving." and "Sign in if you already have an account. If you're a first-time user, create a business account below." On the right, there are input fields for "Username" and "Password", followed by links for "Forgot your password?" and "Forgot your username?", a "Remember Username" checkbox, and a "SIGN IN" button. Below the purple section, there is a dark blue section with the heading "BEFORE YOU GET STARTED". It contains two columns of text. The left column says "Create a business account to register your business, file returns, and pay local B&O taxes." and has a "CREATE BUSINESS ACCOUNT" button with a link "View the Taxpayer Quick Start Guide" below it. The right column says "Create a tax preparer account to file returns for multiple clients (example: CPAs and accounting firms)." and has a "CREATE TAX PREPARER ACCOUNT" button with a link "Learn more about Preparer Accounts" below it. At the bottom, there is a footer with "Website Support" on the left, a small rainbow icon in the center, and "More Information" on the right.

FileLocal Your one stop for local business licensing and tax filing

Home Contact City Support FAQ

Need to get a city business license or pay local business taxes like B&O?
FileLocal offers businesses a one stop place to meet their license and tax filing needs.

Simple, fast and time-saving.
Sign in if you already have an account. If you're a first-time user, create a business account below.

Username

Password

Forgot your password?
Forgot your username?

☐ Remember Username

SIGN IN

BEFORE YOU GET STARTED

Create a business account to register your business, file returns, and pay local B&O taxes.


CREATE BUSINESS ACCOUNT

[View the Taxpayer Quick Start Guide](#)

Create a tax preparer account to file returns for multiple clients (example: CPAs and accounting firms).

CREATE TAX PREPARER ACCOUNT

[Learn more about Preparer Accounts](#)

Website Support  More Information

Step 2:

Complete all of the fields necessary to create your online account.

[Home](#)[Contact City](#)[Support](#)[FAQ](#)

Create a New Business Account

Welcome to FileLocal. Follow the onscreen prompts to set up your FileLocal business account. Required fields are marked with an asterisk (*).

[QUICKSTART GUIDE](#)[ABOUT FEES, ETC](#)

User Information

Create your Username:

You'll need your Username every time you want to log in to your account. Please enter the Username you wish to use. Your Username is not case sensitive and cannot contain spaces.

Create your Password:

Re-enter the Password:

First Name:

Last Name:

Phone Number:

Email Address:

Re-enter Email Address:

Company Information

Legal Business Name:

NOTE: This identifies your legal business entity, as registered with the Washington State. This is NOT your Trade or Doing Business As (DBA) Name.

Mailing Address:

City:

Country:

State:

Zip Code:

Business Location Information

Enter information about the business location you want to set up. If you have multiple locations, you will be able to enter them after account setup is complete.

Trade Name/DBA/Doing Business As:

Washington Unified Business Identifier:

UBI-9 Business ID Location ID

[What is a UBI number? Click here to find out.](#)

[SKIP UBI QUESTION](#)[LOOK UP MY UBI-16](#)

☐ The physical address for this business location is the same as the mailing address entered above.

*In the past, Kent has used the business's 9-digit UBI number to issue a Kent business license. With the FileLocal platform, the full 16-digit UBI number is required. FileLocal uses the UBI to identify your business locations, so you need a UBI number for each business location in order to use FileLocal. The 16-digit UBI has 3 parts:

1. The Primary UBI is a 9-digit number that identifies the taxpaying entity as a whole, regardless of the number of businesses or locations.
2. The Business ID is a 3-digit number that represents the business. In most cases this will be 001, but it is possible to have multiple businesses represented until the Primary UBI, so the Business ID could be 002, etc.
3. The Location ID is a 4-digit number that presents a location of the business.

If you are unaware of your 16-digit Washington State UBI number, click the “*Look Up My UBI-16*” oval to the right of the screen which will take you to the Washington State Dept. of Revenue’s public website to look up your account.

Step 3:

Click the "Create Account" oval at the bottom of the page when you are finished.

Certification



* I agree that the forms I submit via FileLocal shall be the equivalent of forms submitted on paper documents. I agree that my username and password will be the equivalent of my handwritten signature, as authorized by the State of Washington. I declare that I am authorized to make payments from the bank account or credit card I will use during the payment process. I am authorizing a direct payment to the appropriate City Authorities, the FileLocal Agency, and the payment processor as specified in the payment process.

The information you provide will be shared with the Cities where you have or apply for a business license. Your information will not be disclosed or shared in any way with any outside entities without your explicit permission.

CANCEL

CREATE ACCOUNT

Website Support

Phone: 225-215-0052
Toll Free: 1-877-693-4435
Phone hours: M-F 7:00 AM to 5:00 PM Pacific Time
Email: filelocal@avenuinsights.com



More Information

Contact City
Privacy Statement
General Terms & Rules for Use

FileLocal is an optional quick and easy service for registering your business, filing and paying your taxes. Alternative filing methods such as in-office or mail in formats are available at each participating city. Please contact your local City or the FileLocal help desk for more information at 1-877-693-4435 or filelocal@avenuinsights.com.

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Step 4:

Shortly after creating your online account, you will receive a confirmation email which provides an Activation Code. Enter the code and click the purple "Activate" oval.

Confirm Email

Thank you! A confirmation email from filelocal@avenuinsights.com has been sent to the email address you provided. Please check your email and enter the activation code below.

Enter Activation Code:

ACTIVATE

If you did not receive the message, please check your spam or junk mail filter. The activation code is valid for 24 hours. If you do not activate your account within that time, please resend the confirmation.

Step 5:

After entering in the Activation code, a pop up will display and ask if you want to "Link your Existing License" or "Apply for a License." You **MUST** click "Apply for a License."

The screenshot shows the FileLocal dashboard with a blue background. A white pop-up window is centered on the screen. The pop-up has the following text and elements:

- Header: "Thank you for adding your business location to FileLocal!"
- Location: "Location: [REDACTED]"
- Text: "For the location you just entered, What would you like to do next?"
- Buttons: Two purple buttons with white text: "LINK MY EXISTING LICENSES" and "APPLY FOR A LICENSE".
- Note: "Note: You can't renew a business license or file taxes until we have your location and City Account Number linked in FileLocal."

In the background, the dashboard is visible with the following elements:

- Header: "Welcome to FileLocal, Alex McDonald."
- Left Sidebar: "Forms", "e a New Tax For", "x Form Setup".
- Right Sidebar: "Add a Location", "Add a User", "View Statement".
- Bottom Section: A table with the following data:

Headline	Publish Date
TEST D009 2018.1	03/02/2018
TEST D014	03/01/2018
This is a Bellevue notice	02/16/2018
FYI on formatting notices	02/16/2018
This is a Seattle article	02/15/2018

Select Kent for the City which you are applying for a license and click the "Save & Next" purple oval to proceed.

[illegible]

Step 7:

Complete the questions relating to your business activity and click the "Save & Next" purple oval.

Kent, WA 98032-6031 USA

City Selection

Business Information

Business Officials

Reason for Applying

City Specific Questions

Notes

Review Application

Business Location Phone:
253-856-1000

☐ I confirm the physical address shown for this location is correct. *

If your address is incorrect, please go to Account Center > My Account and click [EDIT] for this location. Once you have updated the address and saved the changes, click [APPLY FOR A LICENSE] to return to this page.

Primary Nature of Business: *

Select Nature of Business ☒

Business Activity Description: *

NAICS Group: *

All Codes ☒

NAICS Code: *

Select Code ☒

Is your organization recognized as a 501(c) (3) non profit organization by the Internal Revenue Service? *

☐ Yes ☐ No

FEIN:

SAVE FOR LATER **BACK** **SAVE & NEXT**

Step 8:

Answer the Registration Questions and click the "Save & Next" purple oval.

Registration Questions

Location: Kent, WA 98032-6031

Is your business location in the City Limits of Kent?*

☐ Yes ☐ No

Expected Annual Revenue

For each City you selected, indicate the gross revenue/income you expect to earn in that City annually, and enter your first date doing business in that City.

	Expected Gross Revenue/Income *	First Date of Business in City *
Kent	\$0.00 *	*

BACK **SAVE & NEXT**

Step 9:

Depending on the legal structure of your business, complete the necessary information relating to owners or managing partners and click the "Save & Next" purple oval.

Your Progress

LLC Member

Welcome

City Selection

Business Information

Business Officials

Reason for Applying

City Specific Questions

Notes

Review Application

First Name:*

Last Name:*

Home Phone:*

Home Address:*

City:*

State:*

Zip:*

Washington

SAVE FOR LATER

BACK

SAVE & NEXT

Step 10:

In the Reason for Applying Field, you **MUST** select New City Business License. Then click the "Save & Next" purple oval.

Reason for Applying

Your Progress

Reason for Applying

Welcome

City Selection

Business Information

Business Officials

Reason for Applying

City Specific Questions

Notes

Review Application

Select the Reason for Applying*

New City Business License

SAVE FOR LATER

BACK

SAVE & NEXT

Step 11:

Under City Specific Questions, you **MUST** enter your existing 7-digit Kent business license number.

City Specific Questions

Your Progress	
Welcome	
City Selection	
Business Information	
Business Officials	
Reason for Applying	
City Specific Questions	Kent In an effort to both validate and improve information in its business licensing system, the City of Kent is asking all businesses re-licensing for 2022 to provide responses to the full set of licensing questions in FileLocal. Businesses can anticipate fewer questions when they re-license for 2023 and beyond. If you are re-licensing your existing City of Kent business license, please enter the seven-digit numeric portion of your City business license number only. Do not include the letters that appear before the seven-digit number. <div></div>

It is also important that you select the correct category of Kent business license which you are renewing:

Notes	
Review Application	Select the option that best describes your business: * <input type="radio"/> Outside Contractor – located OUTSIDE the City of Kent <input type="radio"/> Independent Contractor – located INSIDE the City of Kent <input type="radio"/> Home-based business <input type="radio"/> Rental housing <input type="radio"/> Multi dwelling - Hotel/Motel/Lodge <input type="radio"/> Commercial – all other licenses

Summary of license types:

- Outside Contractor-Any business which does not have a physical location within Kent City limits. Example: A plumber domiciled in a neighboring city who travels into Kent to conduct business.
- Independent Contractor-A business who has a location in Kent **and** shares this location with another business who has a Commercial business license. Example: A barber who rents out a chair in a Kent barbershop.
- Home-based business-A business operating out of a residence **in Kent**. Example: An IT consultant who runs their own business out of their home office.
- Rental housing-A rental unit located in Kent which consists of two or more residential dwelling units. Example: An apartment complex located in Kent.
- Multi dwelling-A Kent based Hotel or Motel.
- Commercial-A business which has a physical presence in the city of Kent. Example: A business who occupies a Kent office or warehouse.

After you have completed all of the City Specific Questions, click the "Save & Next" purple oval.

Step 12:

You can enter any specific questions you have under the Notes section or leave it blank. Then click the "Save & Next" purple oval.

Notes

Your Progress

Welcome

City Selection

Business Information

Business Officials

Reason for Applying

City Specific Questions

Notes

Review Application

Please enter any additional notes or comments you may have concerning this application.
Please contact the City directly for any questions.

SAVE FOR LATER

BACK

SAVE & NEXT

Step 13:

Review your previously submitted answers for accuracy, complete the Affirmation section, select the accurate next step option and click "Save & Next". Choosing "I'm Ready to Pay for this license" will begin the review and payment process.

Notes

No notes were added to this application.

Affirmation

Click the confirmation checkbox to verify all information is correct. Then click the [Next] button to calculate the payment due to the Cities you selected.

- ☐ I am affirming as the applicant or authorized representative of the firm that the information given on this application is true, correct and complete. I understand that when I submit an application online my typed name is equivalent to an electronic signature. *

Signature of Applicant

Or

Signature of Preparer

Title

Fee Subtotal

City Name	Fee	Description
Kent	\$101.00	Annual Business License
Subtotal	\$101.00	

What do you want to do when you click the NEXT button below? Note: This application will be automatically added to the payment cart. * Required

- ☐ I'm ready to pay for this license.
- ☐ I need to add another location.
- ☐ I want to apply for a General Business License for another location I've already added.

Step 14:

Review the Updated Payment Calculation and click the "Next" purple oval.

City Name	Fee	Description
Kent	\$0.00	Annual Business License
Fee Details		
2022	\$100.00	Kent New Commercial Business License (5 Employees) Reissuance
2022	\$1.00	Kent Technology Fee
<i>Kent Additional License Fees Total</i>	<i>\$101.00</i>	<i>Total Additional License Fees Due to Kent</i>
Subtotal	\$101.00	

CANCEL **NEXT**

Step 15:

The Payment Cart will list the total license fee in conjunction with the FileLocal User fee. Click the "Ready to Pay" purple oval to begin the payment process of your business license.

Payment Cart

What You Are Filing

You are about to file and pay for all the items listed below. Please review the list to make sure this is what you want to pay. You can add, edit, or remove items in the payment cart using the links and buttons below.

Please have your banking or credit/debit card information ready before you click [Ready To Pay] .

Form Name	Filing Period	Amount Due	Action
Kent			
\$4 FileLocal User Fee			
Kent GBL Application "Applied For"	Dec 2021	\$101.00	Make Changes Remove Form
FileLocal			
FileLocal User Fee (\$4.00 per City Paid)	non-refundable	\$4.00	
Amount Due		\$105.00	

Use the buttons below to add other items to the payment cart. After you complete each item, we will bring you back to the cart. At any point, you can click the payment cart icon at the top of any screen to come back to this page.

FILE A TAX FORM

APPLY FOR A LICENSE

CHECK FOR A RENEWAL

For Your Security

KUBRA is FileLocal's PCI-compliant secure third-party payment vendor. They make sure your financial information is secure. When you click [Ready To Pay] , we will send you over to their website to enter your payment information. KUBRA charges a small non-refundable service fee for processing the secure transaction. Their fee varies based on how you pay and the number of Cities you are paying. After you pay, KUBRA will send the money directly to each City you're paying. **City and FileLocal staff cannot ever see or access your payment information.**

When You're Finished

When you have made your payment, FileLocal will send each form to the right City. You can get a receipt from KUBRA's confirmation page (print and/or email). Then you can return to the FileLocal Portal to print forms for your records, if needed.

BACK

PAY LATER

READY TO PAY